

## DePaul University Filming Procedure Summary

DePaul is open to student and faculty film projects as part of academic courses as well as advertising and promotional projects arranged by university officials for university purposes. DePaul is closed to filming by non-university and commercial entities except in special circumstances.

Students, faculty and staff may not use their access to DePaul's facilities by virtue of their enrollment or employment to engage in filming for another entity that does not have such access. If students, faculty or staff seek to film something on campus for an external organization, they must follow the requirements for non-university and commercial filming and qualify for an exception. See full procedures at:

[http://newsroom.depaul.edu/PDF/ProceduresForNonUFilming\\_Sep09.pdf](http://newsroom.depaul.edu/PDF/ProceduresForNonUFilming_Sep09.pdf)

Note: These procedures do not apply to credentialed news media.

## Requirements for student film projects

### Coordination procedures for student film projects shot on campus for classroom use:

1. DePaul students working on class projects who plan to film in common areas or non-public areas inside campus facilities are required to obtain permission from the manager of that space preferably three days in advance, but minimally 24 hours in advance. *Permission is not guaranteed. DePaul is unlikely to close off public facilities like restrooms and elevators for filming.*
2. Filming should not interfere with the normal flow of building traffic or campus safety. Exits cannot be obstructed. Equipment should not create tripping hazards.
3. If students plan to film an event, they must get the event sponsor's permission in addition to the space manager's permission preferably three days in advance, but minimally 24 hours in advance for events scheduled 24 or more hours prior to their occurrence. For events scheduled less than 24 hours prior to their occurrence or events that happen spontaneously, students should secure permission from the sponsor prior to filming.
4. If permission is granted, students are required to notify Public Safety on that campus of the time, date and location of their scheduled filming and report who gave them permission to ensure it is a person with the authority to grant it.
5. Students who wish to interview faculty or staff in their campus offices should make prior arrangements by contacting the interviewee to request and arrange interviews, then alert Public Safety, which is responsible for enforcing film procedures, of the time, date and location of the interview.
6. Student film crews should carry their student IDs with them at all times during the shoot so that Public Safety and university administrators can confirm they are DePaul students.
7. Student film crews shall honor the request of any students, faculty, staff or guests who decline to be filmed while on campus.
8. Students should be familiar with and comply with the "Student Film Production Guidelines" on matters of insurance.
9. Students filming outside on public or private property should contact the Chicago Film Office for review. This is not necessary for filming on DePaul's private property if the crew size is five or fewer unless the filming involves weapons or fireworks or could alarm passersby. If a gun or any weapon will be fired or seen in public, arrangements must be made in advance via the film office for a Chicago Police Officer to be on the set. If pyrotechnics of any sort are used, the Chicago Fire Department and possibly police need to be on set. Chicago Film Office, 121 N. LaSalle Street Suite

806, Chicago, IL 60602, Phone: 312.744.6415, Fax: 312.744.1378, Email:  
[filmoffice@cityofchicago.org](mailto:filmoffice@cityofchicago.org), URL: [www.chicagofilmoffice.us](http://www.chicagofilmoffice.us).

10. Students must notify Public Safety in advance if any prop weapons are going to be used or if any activity not normally allowed on campus will be staged, e.g. a fight.
11. If the project causes damage to any DePaul property, it should be reported immediately to the Dean of Students Office at 773/325-7290.
12. Filming in DePaul facilities should take place during normal business hours.
13. Faculty members who assign student film projects are responsible for making students aware of DePaul's procedures for student filming on campus and for ensuring students follow these policies.
14. If, after complying with these requirements, students encounter unreasonable interference to their filming by DePaul employee(s) or fellow student(s), they should contact their professor for assistance.

**In the event a student film will be distributed outside DePaul** (i.e., presented at an off-campus film festival or competition; on a non-DePaul television station or cable network; or distributed publicly in another manner; including posting on a multi-media sharing Web site such as YouTube or iTunes; or if it becomes a commercial venture, such as being purchased by an outside producer or distributor), the following requirements apply in addition to 1-14 above:

15. If the film project involves no usage of DePaul University's name, identifiable images of its campuses or buildings, or its corporate marks, then distribution may proceed without taking further steps.
16. If the film project includes any use of DePaul's name, identifiable images of its buildings, campuses or corporate marks and is distributed outside the classroom setting, the use of DePaul's name, image and/or corporate marks must be approved by the AVPs for PR and for Marketing Communications and, as appropriate, the university's president prior to filming. This approval process is designed to protect DePaul's image, reputation and logos and ensure the university's association with themes that support its academic integrity and reputation. In rare cases, such as when students seek to distribute a project outside the classroom that was originally intended solely for internal use, students can seek permission to use DePaul's marks and images after filming is complete.
17. Requests for review should be submitted to the AVP for PR a minimum of one week in advance of a decision.

## Contacts for Students

### Loop Campus:

Facility Operations  
312/362-8682  
14 E. Jackson Blvd., Suite 600

Student Centers  
Aileen Spencer  
Assistant Director of Student Centers, Loop Campus  
312/362-8624

Public Safety  
312/362-8400

Media Relations  
312/362-8591

**Lincoln Park Campus:**

Facility Operations  
773/325-7377  
Centennial Hall 303

Student Centers  
Jeff Quest  
Assistant Director of Student Centers, Lincoln Park Campus  
773/325-7346

LA&S Event Spaces in SAC, Levan O'Connell  
Hermon Berhane  
773/325-7300

Music School  
Rob Krueger  
Associate Dean  
773/325-4355

Public Safety  
773/325-7777